



# ATTENDANCE POLICY

Seaside Learning Ltd

May 2024

## Attendance Policy

Any provision's education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the educational provision's staff should work in partnership to make education a success and to ensure that all children have full and equal access to all that the provision has to offer. As an alternative learning provision, we will encourage parents and carers to ensure that their child achieves maximum attendance and that any barriers that prevent this are identified and removed promptly. As parents, it is their responsibility to ensure that their children arrive to the educational provision and return home safely.

Seaside Learning staff will take the attendance register at the start of the first session and at the end of the session. On each occasion they must record whether each pupil is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Not attending in circumstances relating to coronavirus (COVID-19)

We will keep this record of attendance to provide to schools in the form of an Attendance sheet.

### Aims of this policy

- Support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education possible in order to maximise learning.
- Enable pupils to progress smoothly, confidently and with continuity through our provision and report to students' school.
- Make parents/carers aware of their legal responsibilities.
- Ensure attendance meets Government and Local Authority targets.

### Expectations

We expect all students will:

- Attend the provision every day they are expected to do so
- Attend the provision punctually
- Attend appropriately prepared for the day
- Report promptly to a member of staff any issues that may affect their attendance

We expect that all parents and carers will:

- Ensure regular provision attendance and be aware of their legal responsibilities
- Ensure that their child arrives at the provision punctually and prepared for the school day
- Contact the provision promptly whenever any problem occurs that may keep their child away from the provision.
- Notify the provision of any home circumstances that might affect the behaviour and learning of their child.
- Notify the provision immediately of any changes to contact details.
- Ensure that they contact the provision on each day of absence or if known in advance; whenever their child is unable to attend the provision.

Examples of authorised and unauthorised absences are given below:

## **Authorised absence**

- Genuine illness
- Hospital/dental/doctor's appointment
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments

## **Unauthorised absence**

- Shopping /day trip / visit to a theme park / birthday treat
- Oversleeping due to a late night
- Looking after other children / other family members
- Appointments for other family members

Parents/Carers and students can expect the provision will:

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any child or parent's concerns.
- Keep regular and accurate records of attendance and punctuality, monitor individual child's attendance and punctuality.
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the provision can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.
- Encourage good attendance and punctuality through a system of reward and recognition
- Regularly inform the students school and parents of the % attendance of all pupils
- Make initial enquiries regarding pupils who are not attending regularly.
- Meet regularly with local authority officers and the school to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to local authority officers. Failure by the family to comply with the planned support set by local authority officers may result in further actions, e.g. a penalty notice, parental prosecution or an application for an Education Supervision Order.
- Will notify the Local education Authority (LEA) after 15 days sickness.

## **Punctuality**

Student punctuality is crucial as lateness causes disruption to pupil's learning and to that of the other pupils in the provision. It is therefore paramount therefore that all pupils arrive or are ready on time. The student and parents will be made aware of the time in advance and are expecting to be prepared for their session with a Seaside Learning member of staff.

In dealing with late arrivals to the provision:

- Staff will sign in late students.
- Students arriving late will be marked "Late" with a note of how many minutes beyond the session time they arrived

Persistent lateness by a student will be dealt with by the Director and the students school. Students' attendance and punctuality will be recorded on their report and will be passed on to their schools as necessary.

## **Students leaving during provision's hours**

During school hours provision staff are legally in loco parentis and therefore must know where the pupils are during the school day:

- Pupils are not allowed to leave the premises without prior permission from the provision and the school when appropriate.
- Whenever possible, parents/carers should try to arrange medical and other appointments outside of school time.
- Parents/carers are requested to confirm in writing, by letter or email, the reason for any planned absence, the time of leaving, the expected return time.
- Pupils must be signed out on leaving the alternative provision session and be signed back in on their return.
- If a pupil leaves the alternative provision session without permission their parents/carers and the school will be contacted. Should the Seaside Learning staff be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupils as a missing person.

## **Absence**

Students are expected to attend Seaside Learning as per the arrangement made with their school. Deviations to this agreement will be reported directly and promptly to the school for action. This action may take the form of penalty notices (for unauthorised absences or unagreed holidays during term time) and referrals to the Local Authority's children missing education departments.

All students, regardless of their circumstances, are entitled to a full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Seaside Learning works with students' schools to ensure this is achieved through their provision of alternative education and learning.